General Guidelines

Intended Audience: DOE Federal Employees enrolled in the Technical Qualification Program and responsible for overseeing M&O Contractor operations

Class Size: 20-25 Students

References:

1. DOE 5480.19, Conduct of Operations Requirements for DOE Facilities, and Attachment One (hereafter, referred to as DOE 5480.19 or the Order).
2. DOE-EM-STD-5505-96, Operations Assessments
3. DOE O 232.1, Occurrence Reporting and Processing of Operations Information
4. DOE 5700.6C, Quality Assurance
5. DOE O 430.1, Life Cycle Asset Management
6. DOE O 470.1, Safeguards and Security Program
7. DOE/EH-0256T, Radiological Controls Manual
8. Rocky Flats Field Office General Technical Base Study Guide
9. Planning and Measurement in Your Organization of the Future, D. Scott Sink, Institute of Industrial Engineers, Norcross, GA, 1989.
10. Price-Anderson Amendment Act
11. 10CFR830, Nuclear Safety Management
12. Operating Experience Weekly Summaries
13. Philosphy of Safe Industrial Operations
14. DOE-STD-1045-93, Guide to Good Practices for Notifications and Identification of Abnormal Events
15. DOE-STD-1039-93, Guide to Good Practice for Control of Equipment and System Status
16. DOE-STD-1030-92, Guide to Good Practice for Lockouts and Tagouts
17. DOE-STD-1036-93, Guide to Good Practice for Investigation Verification
18. DOE-STD-1044-93, Guide to Good Practice for Equipment ant Piping Labeling

Materials:

1. Instructor Guide and Viewgraphs (one copy each)
2. Student Guides (one for each student)
3. DOE-EM-STD-5505-96, Operations Assessments (one for each student)
4. Handout “Philosophy of Safe Industrial Operations” (one for each student)
5. DOE Occurrence Report Summaries for Improper Lockout/Tagout, Fork lift accident, Digging Accident, and Water Hammer Incident (one for each student).
6. Maintenance Activity Video
7. VCR
8. Television
9. Overhead projector and projection screen
10. Blank transparencies (at least 50)
11. Assorted transparency marker pens
12. Easel and paper
13. Assorted magic markers

Instructions:

1. The instructor should review the instructor guide, the student guide, DOE 5480.19, and necessary portions of other references prior to the class.
2. Ensure the classroom is set up to include: adequate seating and the equipment/materials from the above list.
3. At the beginning of class, brief the students on the facility layout and procedures (e.g., location of restrooms, emergency exits, mustering areas, phones, snack/dining areas, emergency procedures, etc.).
4. Provide instruction in accordance with the instructor guide. Detailed information is provided in the instructor guide to ensure that the learning objectives are adequately covered. The instructor is free to personalize/deviate from the instructor guide, as long as the key points are covered. If mock-ups are locally available (e.g., valve/piping systems or electrical systems), the instructor may consider using a mock-up to demonstrate concepts (e.g. an instructor demonstration or a student hands-on practical exercise).
5. The course is intended to last three days. An example schedule is provided in Section II of the instructor guide. The instructor is free to deviate from the schedule, as long as each section is covered.